



BRENTWOOD PARKS AND RECREATION DEPARTMENT

PARK PAVILION/SHELTER RESERVATION POLICY

GENERAL

1. City of Brentwood offers the use of unheated pavilion/shelters year-round (weather permitting) at the following locations with restrictions as noted:
 - Crockett Park
 - Deerwood Arboretum (educational and scout/troop purposes only)
 - Granny White Park
 - Owl Creek Park
 - River Park
 - Smith Park
2. All locations are considered first-come, first-serve year-round except for a confirmed reservation during the months of February through October of the current calendar year. If you are there and there is a reservation in place, you will be asked to leave.
3. Applications for reservations
 - During the month of February of the current calendar year- All Brentwood residents or organizations (business, church or school) that pay Brentwood city taxes may apply.
 - Starting March 1st of the current calendar year- All others may then apply.
4. All applicants must be 18 years of age or older to make a reservation at any of our facilities
5. Persons under the age of 18 must have adequate adult supervision

6. Applicant acknowledges that they are reserving the pavilion/shelter and NOT the entire park. This includes athletic facilities and the parking lots.
 - Parking spaces may not be blocked off without express consent of the Parks Director
7. Applicant acknowledges that the information in this agreement and all other form submitted by the applicant to the City of Brentwood are public record and must be provided to the public if requested in accordance to Tennessee law.
8. All information submitted must be true and accurate so as not to delay the process of submitted application.
9. False or misleading information submitted for the request of the use of the shelter/pavilion will result in an immediate denial.
10. The intended event must not exceed the number of allowable guests listed for the pavilion/shelter.
(PLEASE NOTE: THIS NUMBER DOES NOT MEAN WE PROVIDE SEATING FOR THE MAXIMUM- IT IS JUST THE FIRE MARSHAL RATED CAPACITY)
 - Crockett Park- 100 maximum
 - Deerwood Arboretum- 100 maximum
 - Granny White Park- 150 maximum
 - Owl Creek Park- 100 maximum
 - River Park- 100 maximum
 - Smith Park- 100 maximum
11. Fundraising events are not allowed on park property at any time *unless* authorized by the Park Board under the Special Event approval process.
12. "For Profit" events are not allowed on park property without specific authorization from the Park board.
13. Catering services can be used for pavilion/shelter reservations only.
 - Catering vehicles must remain on hard-surfaces when delivering meals.
 - Payment must be taken care of prior to entry into the park. Absolutely no money transactions are allowed on park property.

14. Food trucks are allowed as a catering option and must be permitted through the City of Brentwood

Codes Dept. ([Ord. No. 2017-01 § 1, 2-27-2017](#))

- A maximum of 2 food trucks may be approved through the Parks Director or designee as a catering option.
- Payment must be taken care of prior to entry into the park. Absolutely no money transactions are allowed on park property.
- A "Private Event" sign must be visibly placed by the selected vendor(s) so as not to encourage other park patrons to interrupt a hired-out event.

15. Absolutely no fireworks, sparklers, open flame, fire pit, bonfires, torches, candles or other

spark/flame items in the park or in/around the pavilion/shelter at ANY time. ([Ord.NO. 99-16, §1, 9-30-99](#))

16. The following are NOT allowed for use in any park or on park property surfaces:

- Paint (festival color events included)
- Sidewalk chalk
- Wading pools
- Sprinklers
- Dunk Tank
- Slip – n- slides
- Charcoal grills not already provided by the park system

17. The following items require special permission and are allowed with a confirmed reservation and in

some instances, insurance must be provided as well at any of the shelters/pavilion with the exceptions as noted:

- Inflatable (not allowed at Smith Park)
- Catering / Food trucks
- Additional grill (must be propane and have a portable fire extinguisher)
- Amplified sound – PA System, Music, DJ, Band (not allowed at Smith Park or Owl Creek Park) to be played not louder than the confines of the pavilion/shelter. ([Ord. NO. 2014-17, § 42-139](#))

- Small vending appliances including the following:
 - Ice cream machine
 - Snow cone machine
 - Popcorn machine
- Performers including the following:
 - Clown
 - Character artist
 - Musician

18. Alcohol is NOT permitted at any of the Brentwood city parks unless at specified events approved by the Park Board and Board of Commissioners, or at event venues such as the Cool Springs House and the Ravenswood Mansion.

19. Decorations are permitted within the pavilion/shelter only with the express approval of the Parks Director or designee.

- Decorations may be hung with painters' tape only so as not to cause damage or leave residue when removed.
- Decorations are not to be placed or affixed to any structure, fixture, wall, sign or other park amenity outside of the pavilion/shelter with out a permit from the Codes Dept and if necessary, written authorization from the Parks Director or authorized designee.
- User is responsible for removing all decorations prior to vacating the pavilion/shelter.

20. Conduct which may result in injury to self or others, or that is deemed unsafe for or at risk to others by authorized personnel is strictly prohibited.

21. Grilling is limited to the grills and areas as provided by the City unless otherwise authorized by the Parks Director.

22. The Parks Director or duly authorized persons shall have the authority to close the pavilion/shelter when the health and safety of participants is endangered.

23. A Brentwood resident may not make a reservation on behalf of any organization for residency purposes in order to avoid paying a fee for use of the pavilion/shelter. This is an absolute violation and cause for immediate denial of request.

24. Failure to comply with any of the above may result in the possible loss of future reservation acceptance.

AVAILABILITY

1. Pavilion/shelters are available for reservation during the current calendar year only, February through October.
2. Shelters may be reserved as early as 10:00 AM daily, except for Owl Creek Park which may be reserved as early as 11:00 AM daily.
3. End times will vary according to location:
 - Crockett Park- must be cleaned up by 9:00 PM, daily
 - Deerwood Arboretum- must be cleaned up by sunset (see availability calendar)
 - Granny White Park- must be cleaned up by 9:00 PM, daily
 - Owl Creek Park- must be cleaned up by 7:00 PM, daily
 - River Park- must be cleaned up by sunset (see availability calendar)
 - Smith Park- must be cleaned up by sunset (see availability calendar)
4. All reservations require a 2-hour time block in between reservations in order to provide adequate prep and inspection time to park staff.
5. All reservations are made through the online portal via our web page at www.brentwoodtn.gov
6. Field reservations are made separately from a pavilion/shelter reservation.
7. Reservation requests will not be accepted for same day requests.
8. A minimum of 72 hours is required for a reservation to be processed and confirmed, without exception. If not already reserved, you may do a first-come first-serve.

APPROVAL

1. All requests are subject to approval or denial by the Parks Director or authorized designee.

FEE STRUCTURE

Status	Location	Fee
Brentwood Resident, Business, Church or School	All shelters and pavilion	Free of charge / no deposit required
Williamson County Resident (not inside of city limits but pay WC taxes)	<ul style="list-style-type: none"> • Crockett • Owl Creek • River • Smith 	<ul style="list-style-type: none"> • \$50- up to 4 hrs. of use • \$100- up to 8 hrs. of use
Williamson County Resident (not inside of city limits by pay WC taxes)	<ul style="list-style-type: none"> • Granny White 	<ul style="list-style-type: none"> • \$75- up to 4 hrs. of use • \$150- up to 8 hrs. of use
Out of County (do not pay Brentwood or WC taxes)	<ul style="list-style-type: none"> • Crockett • Owl Creek • River • Smith 	<ul style="list-style-type: none"> • \$100- up to 4 hrs. of use • \$150- up to 8 hrs. of use
Out of County (do not pay Brentwood or WC taxes)	<ul style="list-style-type: none"> • Granny White 	<ul style="list-style-type: none"> • \$125- up to 4 hrs. of use • \$200- up to 8 hrs. of use

A deposit is not required. The city may take legal action against the applicant or registered person or organization to recover any cost for damages that may occur during the reservation.

PAYMENT

1. If it has been determined that a fee is applicable, you will receive an email invoice with the appropriate amount due based upon the submitted information provided.
2. Your invoice will have the park you selected, the date you desire, the start and stop time, your amount due broken into hours requested as well as your requested amenities.
3. A due date will be assigned to your invoice with a firm date of when payment must be received and placed on to your reservation. Due dates are typically 5 business days from the date of your approval, unless otherwise specified.
4. Payment must come from the person or organization that placed the reservation otherwise payment may not be accepted.

5. Failure to a make payment in full without a request for a reasonable extension will result in immediate cancelation of request without notice.

CONFIRMATION

1. A confirmation email will be sent to you upon approval of your request if no fee is due.
2. A confirmation email will be sent to you upon receipt of all monies due by assigned due date.
3. Once confirmed, your reservation will be placed on the online availability calendar.
4. Upon request, the user *must* produce their Confirmation notice. The notice must be "on site" during the reservation period. This proof can be in the form of a printed email confirmation, a receipt of payment with your name/organization on it or you can produce it on a smart device such a phone or other portable device if requested by a Parks employee.

USER RESPONSIBILITIES

1. The user is responsible for any and all persons, activities and or happenings at the location during the period of their reservation and must abide by all rules posted by Brentwood Parks Dept. regarding the use of parkland and/or facilities as well as agree to abide by all park policies.
2. The user must agree that they will not directly or indirectly deny participation or admittance to any activity to any person on basis of *race, religion, color, sex, physical or mental handicap, ancestry, national heritage or age*.
3. The user and all parties associated with the user's activities agree to indemnify, defend and save harmless the City, its officers, employees and representatives from any and all liability arising from the use of properties, facilities and/or equipment in the provision of activities under the reservation.
4. The user will be held directly responsible for *any unauthorized* use of facilities by the user's program participants. The user shall reimburse the City for any expense or damages caused by activities of the user over and beyond normal wear to facilities, structures and surfaces.

CANCELLATION / RESCHEDULE POLICY

1. Notice must be provided to the Parks Dept. office
 - Not less than 24 hours prior to the event if on Monday through Friday
 - Not less than 72 hours prior to the event if on Saturday or Sunday
2. Notice may be given via email or phone using the contact information provided on your confirmation.
3. Failure to provide the minimum cancellation or reschedule notice could result in loss of applicable fees and possible loss of future reservation acceptance.
4. The user must postpone or cancel any event or activity that could/would physically damage surfaces or facilities as determined by the Parks Director.